

**APPLICATION FOR MINNESOTA
ANNUAL ARCHAEOLOGICAL RECONNAISSANCE SURVEY LICENSE**

This license only applies to reconnaissance (Phase I) surveys conducted under Minnesota Statutes 138.31-.42 during calendar year _____. Separate licenses must be obtained for site evaluation (Phase II) surveys, for major site investigations (Phase III), for burial site authentications under Minnesota statutes 307.08, and for survey work that will continue into another calendar year. Only the below listed individual is licensed as a Principal Investigator, not the institution/agency/company or others who work for that entity. The licensed individual is required to comply with all the conditions attached to this license form. Permission to enter land for the purposes of archaeological investigation must be obtained from the landowner or land manager.

Name: _____

Institution/Agency/Company Affiliation: _____

Title/Position: _____

Address: _____

Work Phone: _____ E-Mail: _____

Name of Advanced Degree Institution: _____ Year: _____

Name of Department: _____ Degree: __MA __MS __PhD

Purpose: (check all that may apply)

CRM ____ Academic Research ____ Institutional Field School ____

Type of Land: (check all that may apply)

State Owned ____ County Owned ____ Township/City Owned ____

Other non-federal public ____ List: _____

MHS Repository Agreement # _____ Other Approved Curation Facility: _____

Previous License: Year ____ Type _____ Number _____

Signed (applicant): _____ Date: _____

Required Attachments: *Curriculum Vita* ____ and Documentation of Appropriate Experience ____
for previously unlicensed individuals.

Submit one copy of this form and attachments to:

Office of the State Archaeologist, Ft. Snelling History Center, St. Paul, MN 55111
612-725-2411 612-725-2729 FAX 612-725-2427 email: mn.osa@state.mn.us

Minnesota Historical Society Approval: _____ Date: _____

State Archaeologist Approval: _____ Date: _____

License Number: _____

Form Date: 11/6/12

CONDITIONS OF ANNUAL ARCHAEOLOGICAL RECONNAISSANCE SURVEY LICENSE UNDER THE PROVISIONS OF MINNESOTA STATUTES 138.31-138.42

- 1) The license only applies to Reconnaissance/Phase I archaeological surveys conducted on non-federal public lands in Minnesota. This type of survey generally involves low impact procedures that do not significantly harm the integrity of an archaeological site. Intensive shovel testing, formal unit excavation, or procedures that involve extensive terrain disturbance (e.g., machine excavation) at a known site must be discussed with the Office of the State Archaeologist (OSA) prior to implementation. Such activities may require a separate Evaluation/Phase II license or Major Investigation/Phase III license.
- 2) The license only applies to fieldwork conducted during the calendar year specified on the license application. A new Annual license must be obtained for fieldwork that will continue into another calendar year even if it is for the same project or involves the same survey area.
- 3) The licensed individual and their affiliated institution/agency/company are required to comply with all the conditions attached to the license form. If the licensed individual should cease association with the institution/agency/company prior to the completion of all the conditions of the license, the OSA must be immediately notified and a plan must be developed by the licensee and/or the institution/agency/company to fulfill reporting and curation obligations. If the licensed individual works for two separate affiliated entities within a given calendar year, a license is needed for each entity and each curation agreement.
- 4) The license applicant must be a *Qualified Professional Archaeologist* as specified in Minnesota Statutes 138.31, Subd. 10, meeting the Secretary of the Interior's Professional Qualifications Standards for Archaeology (http://www.cr.nps.gov/local-law/arch_stnds_9.htm) and any additional qualifications specified by the State Archaeologist such as the appropriate regional, topical, and managerial experience to undertake reconnaissance surveys in Minnesota.
- 5) The license only applies to work conducted under the direct supervision of the licensee. The license is non-transferable. Others who are affiliated with the licensee at a particular agency/institution/company are not licensed to be a Principal Investigator under this license.
- 6) The licensee must comply with the field, laboratory, and reporting guidelines contained in the *SHPO Manual for Archaeological Projects in Minnesota*. Any exceptions must be discussed with the OSA prior to the initialization of the particular aspect of exception.
- 7) Official OSA Minnesota site inventory forms must be completed in their entirety for all previously unrecorded sites located by surveys and for known sites where significant new information results from licensed activities. The forms must be sent to the OSA with 30 days of site discovery. Professional archaeologists are also ethically obligated to provide information to the OSA regarding their knowledge of any previously unrecorded archaeological sites located outside project boundaries discovered in the course of licensed activities even if these areas are not subject to state license.
- 8) Permission to enter land for the purposes of archaeological investigation must be obtained from the landowner or land manager.
- 9) In order to be licensed, an applicant must have a current curation agreement in place with an appropriate Minnesota repository. This curation agreement should be implemented prior to license application. All archaeological materials recovered from non-federal public property in Minnesota are the property of the state and should be curated with the Minnesota Historical Society (MHS) under a formal MHS Repository Agreement (<http://www.mnhs.org/collections/archaeology/curation.htm>). The State Archaeologist may allow another Minnesota institution to curate archaeological materials from state sites if that institution fulfills the requirements listed in MS 138.31, Subd. 12, and 138.37, Subd. 1. The name of the approved curational

institution and any associated agreement numbers must be included on the application. Archaeological materials from state sites may be temporarily stored for analysis at a location other than the final curational facility, but must be transferred to the final curational facility in a timely manner following report completion. Materials recovered from private lands are the property of the landowner at the time of collection, but every effort should be made by project archaeologists to retain significant archaeological materials and to curate them in a responsible manner. Any questions with regard to appropriate artifact collection and retention should be discussed with the State Archaeologist prior to the initiation of fieldwork.

10) Prior to beginning fieldwork for each project covered under the license, the licensee must send an email or a letter to the OSA noting the license number, a brief description of the project, the project location (county, Twp-Range-Sec), and the project sponsor/review agency. In the case of annual state-sponsored programs (e.g., DNR Parks Archaeology), a monthly report may be submitted in lieu of individual pre-fieldwork project notifications.

11) Within one month following the completion of the calendar year for which the license is issued, a brief summary report must be submitted to the State Archaeologist. This report must describe all pertinent archaeological activities completed by the licensee within the calendar year of the license. Items to be included by project in the summary report are: project name, brief project description (e.g., road construction), project sponsor/review agency, locational information (county/city, numerical township-range-section-section quarters), field methods employed (e.g., shovel testing), survey results (number of sites located/type of sites or official site numbers), and basic recommendations (e.g., No Archaeological Properties).

12) One copy of a comprehensive report meeting the reporting standards specified in the *SHPO Manual for Archaeological Projects in Minnesota* must be submitted to the OSA for each surveyed project within one year of the completion of the fieldwork or written application must be made to the State Archaeologist requesting an extension of the reporting deadline unless the results meet the requirement of a Letter Report as specified in the *SHPO Manual*. The reasons for any extension must be well justified. The State Archaeologist encourages the licensee to also submit digital copies of reports to the OSA in PDF format. The licensee is responsible for report submission to the OSA, not the contracting entity, land management agency, or project sponsor unless the licensee is legally or contractually restricted from doing so.

13) This license does not authorize activities associated with human burial authentications or relocations per Minnesota Statutes 307.08. Non-invasive surface mapping of mound or cemetery sites is permissible. Surveyors must refrain from using any ground disturbing techniques within 50 feet of recorded human burial sites without the approval of the State Archaeologist and the Minnesota Indian Affairs Council in the case of Indian burials. Should human remains be encountered by survey activities, all invasive work must immediately cease, the remains left *in situ*, and the licensee must immediately contact the State Archaeologist and other appropriate authorities (e.g., county sheriff).

14) A license can be denied for any of the following reasons: a) failure to meet the required professional qualifications standards, b) failure to possess the required regional, topical, or managerial experience, c) failure to fulfill the conditions of a previous license, or d) exhibiting unethical behavior such as trafficking in or unapproved retention of artifacts obtained from public lands, falsifying field notes or reports, plagiarism, or intentionally misrepresenting professional qualifications or experience.

15) This license can be revoked or suspended by the State Archaeologist or the director of the MHS at any time for failure to fulfill the conditions of the license or for exhibiting unethical behavior such as listed above.

16) Appeals of license denial, suspension, or revocation must follow procedures outlined in Minnesota Statutes 138.36, Subd. 6.

17) The State Archaeologist encourages archaeologists to consult with appropriate Indian tribes if work is to be done on or in the vicinity of Indian reservations/communities or involves sites that may be affiliated with current tribal groups or communities.